Technology Services

AISI Leader Focus Group

April 17, 2012

Hello. My name is \_\_\_\_\_\_\_\_\_\_\_\_I am going to run our discussion today and \_\_\_\_\_\_\_\_ will be our note taker. My job is to make sure that we cover our questions and to make sure that everyone has an opportunity to be involved. Our purpose today is to find out what you, as teacher leaders, think about AISI Cycle 4 in your schools, how you use technology and how you use feedback that your teachers give you. There are no right or wrong answers to any of the questions. The purpose is to find out what your personal opinions are, and everyone’s opinion is equally important to us. **We will try to keep our conversation within a one hour time limit.**

Before we get started, here are some ground rules and points of information: [may want to post this and refer to it]

1. Please talk one at a time.
2. Avoid side conversations with neighbors
3. We need to hear from everyone in the course of the discussion, but you don’t have to answer every question.
4. Feel free to respond directly to someone who has made a point. You don’t have to address your comments to me.
5. Say what is true for you. Don’t let the group decide your opinion for you.
6. **We do not use names of students, teachers or parents in discussions.**
7. Respect for opinions: You may find that you disagree with an opinion voiced here by another person. That is OK, and I hope you will say so when that happens in a respectful and polite way. You also may change your mind in the middle of our discussion, perhaps as a result of something that someone else says, and again I hope you will say so, if and when that happens.
8. Don’t hesitate to stop us as we are writing if what we have written does not accurately reflect your comments.
9. This discussion is completely anonymous and confidential. There will be no record of what you say with your name on it. We are not going to quote anyone specifically using her/his name. ***You were all randomly selected to participate in this session, and we appreciate that you have taken time out of your lives to come today.***

Directly quoted from : Abt Associates. (2004). *Principal focus group questions: Moderator guide.* Retrieved February 3, 2010, from <http://www.abt.sliidea.org/dci/principals%20guide.pdf>

**Tips on Managing the focus Group Session**

* + - 1. Once you present a question to the group, it is important to step back and allow the discussion to progress with only a minimal amount of interruption on your part.
      2. Do not steer the conversation to answers you want to hear ☺
      3. Allow periods of silence. Silence is uncomfortable…but silence is also golden…
      4. Avoid asking questions that seem to suggest a correct answer.
      5. Try not to let strong personalities dominate the discussion.
      6. Encourage input by those who are less inclined to speak out on the questions being discussed.
      7. Make every effort to practice good listening skills.

Directly quoted from: Israel, G., & Galindo-Gonzalez, S. (2008). *Using focus group interviews for planning or evaluating extension programs.* University of Florida.Retrieved February 19, 2010, from <http://edis.ifas.ufl.edu/pdffiles/PD/PD03600.pdf>

**Questions & Processes**

* 1. Process: **Sticky Notes**
     1. Have participants write down ideas to questions on post-it-notes first. One idea per post-it-note related to the topic.
        1. Each member talks by putting post-it-note in the centre of the table, going around the groups so everyone has a voice. Continue until all post it notes are exhausted.
        2. Note taker is recording ideas on chart paper as discussion continues. Note taker may start to notice themes and can record or make headings according to themes on chart paper/SMART board/computer with projector
     2. At the end of the first question, facilitators or note taker should review notes on chart paper, ask if there are any additions.
     + ***What has changed in the work in your building***
       - ***teacher?***
       - ***parent?***
  2. Process: **Large group discussion with note taking**
     1. Work as a large group with one facilitator and one note taker.
     2. Work through questions as a large group discussion
     3. Note taker should record on chart paper or SMART board or on laptop that is attached to a projector. Notes need to be seen by the group.
     + ***What has changed in relation to student work in your school?***
     + ***What barriers did you face?***
  3. Process: **Choose either Sticky or Large Group Discussion**
     + ***What knowledge and skills do you feel change agents should have?***
     + ***What advice do you have for moving forward?***

**Wrap-Up**

* 1. We’ve covered a lot of ground in our time together. Is there anything else you would like to tell us about in relation to our questions?
  2. Thank you